

University of Connecticut  
JOB OPPORTUNITY  
Secretary 1

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** On Exam List

**Location:** Storrs, CT 06269

**Job Posting No:** 2014022

**Hours:** Monday – Friday, 8:00am to 5:00pm

**Salary:** \$18.71/hour

**Closing Date:** Friday, July 26, 2013

The University of Connecticut, School of Nursing Admissions and Enrollment Services Office is seeking applicants for a Secretary 1 to work under the direction of the Admissions and Recruitment Coordinator. The chosen candidate will perform duties assisting with the recruitment and admission of students into the pre-licensure and graduate programs of the School of Nursing. Responsibilities include providing individuals and groups with information about the programs offered; compiling and preparing student admission review materials; managing application process for undergraduate internal and external transfer applications including tracking applications and notifying students regarding final admissions decisions; maintaining files for CEIN applications and notifying applicants of missing documentation; arranging meetings for School of Nursing Pre-licensure Admissions Committee and coordinating information sessions for CEIN program with regional campuses and CEIN Program Directors; entering and retrieving applicant materials into and from databases; reviewing and updating program information; attending and assisting with open houses and orientations; providing administrative support to the Admissions and Recruitment Coordinator; serving as the receptionist for the Admissions and Enrollment Office; and reviewing and updating student files and records.

**Eligibility Requirement:** Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**General Experience:** Two (2) years' experience above the routine clerk level in office support or secretarial work.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements may apply online using Husky Hire at: [www.jobs.uconn.edu](http://www.jobs.uconn.edu). Applicants must complete the online application, and attach a cover letter, resume, and the names and contact information for three professional references. To meet the criteria for this position, applicants with an active Secretary 1 exam score must provide state exam information in the online application. Applicants who hold permanent status as a Secretary 1 are not required to complete the exam information. Application deadline is Friday, July 26, 2013. The University of Connecticut is an EEO/AA employer.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.